

POLICY Board of Education of Queen Anne’s County

Responsible Office:	Human Resources
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PERSONNEL RECORDS

I. PURPOSE

To establish a policy regarding the maintenance, retention, and confidentiality of personnel records.

II. POLICY STATEMENT

The Board of Education of Queen Anne’s County recognizes the importance of maintaining accurate and thorough personnel records. In addition, the Board recognizes that there must be clear expectations as to the confidentiality of such records.

III. DEFINITIONS

- A. Personnel Record – file(s) maintained by the Office of Human Resources for each school system employee
- B. Personnel Action Request Form – document used by the Office of Human Resources to memorialize changes in employment status or salary, upon written request from an authorized staff member (typically a principal/supervisor or division head).

IV. POLICY ELEMENTS

The Office of Human Resources is charged with the responsibility of maintaining a personnel record for each Board employee. This record, and any associated electronic records, shall contain all pertinent employee information.

The Office of Human Resources shall be responsible for establishing the contents of the personnel record, establishing a retention schedule for personnel records, maintaining the confidentiality of the personnel records, regulating access to the records, and ensuring compliance with state and federal regulations with regard to the records.

V. IMPLEMENTATION

The Board directs the Superintendent to implement this policy.

VI. POLICY REVIEW

This policy will be reviewed by the Responsible Office every four years after its initial adoption and/or last revision.

VII. EFFECTIVE DATE

Date: August 4, 2021



Patricia W. Saelens, Ed.D.
Superintendent, Queen Anne's County Public Schools

HISTORY:

Initial Adoption	08/04/2021	Revised	--/--/----	Reviewed	--/--/----	Next Review	08/04/2025
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